

**COUNTY PROBATION AND PAROLE OFFICERS' FIREARM EDUCATION AND TRAINING
COMMISSION**



ANNUAL REPORT
FISCAL YEAR 2016-2017
(July 1, 2016 – June 30, 2017)



9/1/2017

Section 5 (6) of the County Probation and Parole Officers' Firearm Education and Training Law (Act Number 1994-158), which created the County Probation and Parole Officers' Firearm Education and Training Commission (FETC), provides for the issuance of: "*...an annual report to the Governor and to the General Assembly concerning: (i) the administration of the program; and ii) the activities of the commission together with any recommendations for executive or legislative actions.*"

Section 5 (16) of the County Probation and Parole Officers' Firearm Education and Training Law (Act Number 1994-158), which created the County Probation and Parole Officers' Firearm Education and Training Commission (FETC), provides for the issuance of: "*...reports to the president judges of the courts of common pleas relating to compliance with this act.*"

This report, which is prepared and submitted in accordance with Act 158, contains statistics and data, which are current as of the end of Fiscal Year 2016-17.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Keith Graybill". The signature is fluid and cursive, with the first name "Keith" and last name "Graybill" clearly distinguishable.

Keith Graybill
Chairman

FY 2016-2017 ANNUAL REPORT

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1.0 Mission Statement

The County Probation and Parole Officers' Firearm Education and Training Commission is committed to providing county probation and parole departments of the Commonwealth quality firearms education and training programs; to improving the probation and parole officers' knowledge and competence with firearms; thereby, enhancing the safety and security of the citizens in the Commonwealth.

1.1 Major Accomplishments During the Fiscal Year:

1. Developed a couple of new In-Service training courses (Course 9 and 10)
2. Instructor Development Course
3. Finalized contract so Commission run Con Ed courses could start.

1.2 Major Changes:

- 1.2.1 New Executive Director

1.3 Future Fiscal Year Initiatives:

1. Attempt to schedule and run Train-The-Trainer for courses 4-8.
2. Look to develop Train-The-Trainer for new courses 9 and 10.
3. Continue to run Instructor Development Course

1.4 Commission Website:

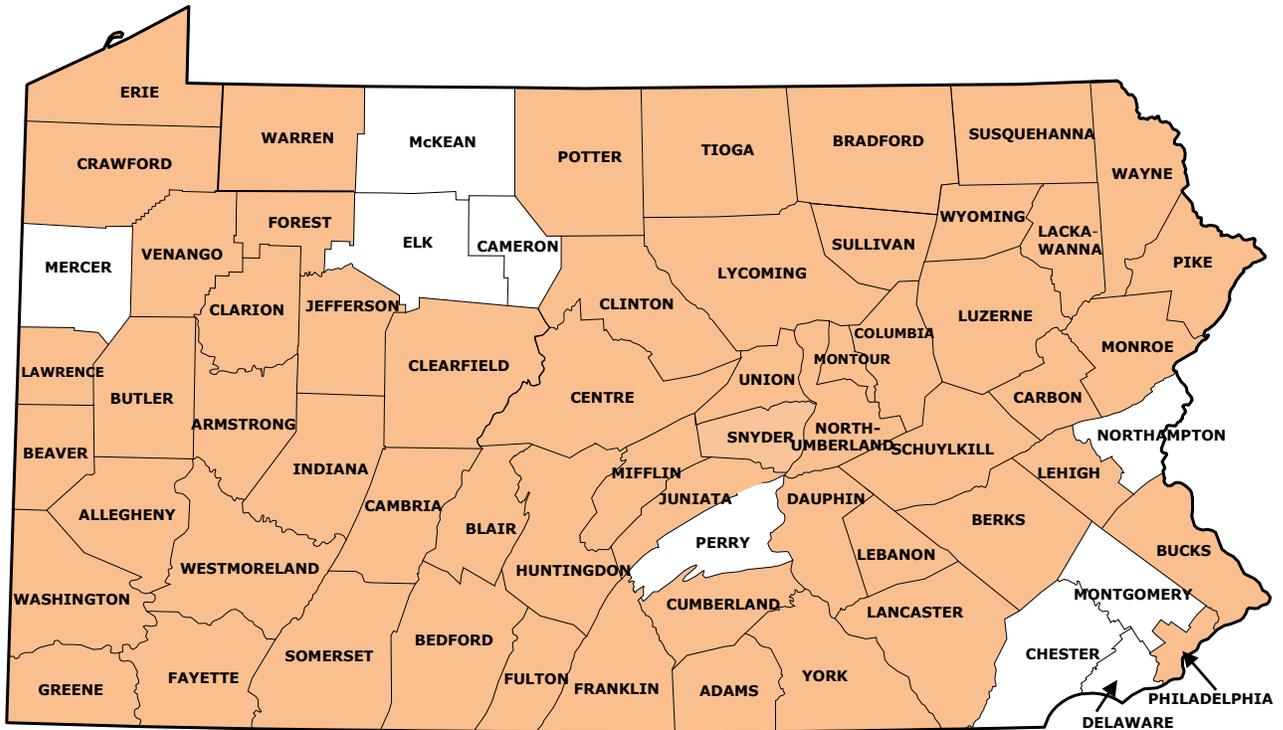
1. The commission maintains a website at www.fetc.pa.gov.

1.5 Counties that Carry

<u>COUNTY</u>	<u>DEPARTMENT(S)</u>
1. Adams	Adult and Juvenile
2. Allegheny	Adult and Juvenile
3. Armstrong	Adult and Juvenile
4. Beaver	Adult
5. Bedford	Adult and Juvenile
6. Berks	Adult and Juvenile
7. Blair	Adult
8. Bradford	Adult and Juvenile
9. Bucks	Adult
10. Butler	Adult and Juvenile
11. Cambria	Adult
12. Carbon	Adult
13. Centre	Adult and Juvenile
14. Clarion	Adult and Juvenile
15. Clearfield	Adult
16. Clinton	Adult and Juvenile

17. Columbia	Adult and Juvenile
18. Crawford	Adult
19. Cumberland	Adult and Juvenile
20. Dauphin	Adult, Juvenile and Work Release
21. Erie	Adult
22. Fayette	Adult and Juvenile
23. Forest	Adult
24. Franklin	Adult
25. Fulton	Adult and Juvenile
26. Greene	Adult and Juvenile
27. Huntingdon	Adult and Juvenile
28. Indiana	Adult
29. Jefferson	Adult and Juvenile
30. Juniata	Adult and Juvenile
31. Lackawanna	Adult
32. Lancaster	Adult
33. Lawrence	Adult and Juvenile
34. Lebanon	Adult and Juvenile
35. Lehigh	Adult
36. Luzerne	Adult and Juvenile
37. Lycoming	Adult and Juvenile
38. Mifflin	Adult, Juvenile and Domestic Relations
39. Monroe	Adult, Juvenile and Domestic Relations
40. Montour	Adult and Juvenile
41. Northumberland	Adult and Juvenile
42. Philadelphia	Adult and Juvenile
43. Pike	Adult, Juvenile and Domestic Relations
44. Potter	Adult and Juvenile
45. Schuylkill	Adult
46. Snyder	Adult and Juvenile
47. Somerset	Adult and Juvenile
48. Sullivan	Adult
49. Susquehanna	Adult and Juvenile
50. Tioga	Adult, Juvenile and Domestic Relations
51. Union	Adult and Juvenile
52. Venango	Adult and Juvenile
53. Warren	Adult
54. Washington	Adult and Juvenile
55. Wayne	Adult and Juvenile
56. Westmoreland	Adult and Juvenile
57. Wyoming	Adult and Juvenile
58. York	Adult

Total of 67 counties in PA; 58 counties (87%) currently employ approximately 1359 officers who are authorized to carry firearms on duty.



58 Counties with Probation/Parole Officers Authorized to Carry Firearms (87%)

9 Counties with Probation/Parole Officers Not Authorized to Carry Firearms (13%)

2.0 Personnel and Membership

2.1 Commissioners

TITLE	CATEGORY (Section 4. (a) Act 1994-158	COMMISSIONER	ORIGINALLY APPOINTED	CURRENT TERM EXPIRES
Chairman	Representative of the Juvenile Court Judges'	Keith A. Graybill	July 9, 2007	March 3, 2020

	Commission			
Vice Chairman	County Adult Probation Officer/Firearms Instructor	Erik Christensen (Erie County)	October 3, 2011	November 10, 2017
Member	Chairman, Pennsylvania Board of Probation and Parole	Leo Dunn (Chairman PBPP)	Effective: March 15, 2016	
Member	County Adult Probation Officer/Chief	Michelle A. Beaver (Chief, Juniata County)	May 29, 2008	November 10, 2017
Member	County Adult Probation Officer/Firearms Instructor	Timothy Heitzman (Chief Northumberland County)	March 18, 2017	March 18, 2020
Member	A Director qualified under the Municipal Police Education and Training Law (P.L. 359, No. 120)	Maryann Grippo (Director Lackawanna Police Academy)	March 3, 2017	March 3, 2020
Member	County Commissioner of an Armed County	Larry Maggi (Washington County Commissioner's Office)	March 3, 2017	March 3, 2020
Member	Judge, Court of Common Pleas of an Armed County	Hon. Russell D. Shurtleff (44th Judicial District) Sullivan/Wyoming Counties	December 2, 2010	May 28, 2020
Member	Member, PA Council of Chief Juvenile Probation Officers	Chad Libby (Chief Dauphin County)	November 10, 2014	November 10, 2017

2.2 Commission Advisors

1. Mr. Thomas Dougherty, Director of Grants and Standards, Bureau of Probation Services, Pennsylvania Board of Probation and Parole
2. Mr. John Manning, Office of the Chief Counsel, Pennsylvania Board of Probation and Parole

3. Mr. Robert McCullough, Executive Director, County Chief Probation and Parole Officers Association of Pennsylvania (Last meeting before retirement on March 16, 2017)
4. Helene Placey, Executive Director, County Chief Probation and Parole Officers Association of Pennsylvania
5. Mr. Gregory A. Young, Director, Division of Training, Pennsylvania Board of Probation and Parole

2.3 Commission Staff

1. Joseph MacLaughlin, Executive Director of the Firearms Commission
2. Ian Rowles, Clerk Typist III of the Firearms Commission

2.4 Committees

A. Curriculum Committee

The Curriculum Committee meets periodically to review the content of the Commission's courses, develop new courses, identify new areas and methods of training, make recommendations on training curricula, and discuss other issues related to the Commission.

1. Eric B. Burkholder, Berks County Juvenile Probation, Chair
2. Vanessa Adler, Columbia County Adult Probation
3. Craig Christensen, Erie County Adult Probation
4. Commissioner Erik Christensen, Erie County Adult Probation
5. Michael J. Guido, Dickinson College Public Safety, Carlisle Police Department (Ret.)
6. Ron Millward, Centre County Probation
7. David Mink, Allegheny County Juvenile Probation
8. Kenneth M. Smith, Pennsylvania Board of Probation and Parole
9. Neil N. Stefanisko, Schuylkill County Adult Probation
10. Dave Christian, Dauphin County Adult and Juvenile Probation
11. Commissioner Keith Graybill, Juvenile Court Judges Commission, Commission Chairman
12. Executive Director of the Commission

B. Policy Committee

The Policy Committee reviews current policies and procedures, makes recommendations to the Commission on policy issues, and develops policies to be implemented.

1. Commissioner Keith Graybill, Juvenile Court Judges Commission, Commission Chairman

2. John Manning, Office of the Chief Counsel, Pennsylvania Board of Probation and Parole
3. Executive Director of the Commission

C. Officer Safety Research Committee

The Officer Safety Research Committee reviews and makes recommendations to the Commission on all aspects of officer safety.

1. Ron Millward, Centre County Adult and Juvenile Probation, Chair
2. Vanessa Adler, Columbia County Adult Probation
3. Commissioner Keith Graybill, Juvenile Court Judges Commission, Commission Chairman
4. Jeffrey Aveni, Clearfield County Adult Probation
5. Executive Director of the Commission

D. Fiscal Committee

The Fiscal Committee's primary focus is to review the Commission's financial status, ensuring that revenue and expenditures are closely monitored and properly managed.

1. Commissioner Keith A. Graybill, Juvenile Court Judges Commission, Chair
2. Commissioner Michelle A. Beaver, Chief, Juniata County Probation
3. Executive Director of the Commission

3.0 Program Administration

The Commission meets every other month of the calendar year, usually in State College, Pennsylvania. Commissioners receive announcements and updates from the Chairman and Executive Director on topics and issues of interest to the Commission and conduct the general business functions of the Commission. The Executive Director and Chairmen of the various committees report on their activities and, as necessary, comment and make recommendations on business items before the Commission.

- 3.1 Commission Meetings: July 21, 2016, July 27, 2016, September 21, 2016, November 9, 2016, January 12, 2017, March 16, 2017, May 18, 2017.

4.0 Training Program Administration

The Commission oversees a variety of firearm-specific training courses. The courses are designed to improve probation officers' proficiency with their firearms. After completion of the Basic Firearms Training Academy, officers are required to complete additional courses yearly. Courses are either Commission-run, with in-service courses (Courses 2-8) conducted via a contract with the Harrisburg Area

Community College, and Precision Weapons and Tactics, or are run in-house by individual county departments. A brief description and summary of the courses follows.

- 4.1 Basic Firearms Training Academy (FETC Course 1): Included in the program are topics on officer’s authority, jurisdiction and use of force, firearm safety, introduction to firearms, and shooting fundamentals. The program consist of 24 hours of classroom work, followed by a knowledge inventory test. Then 33 hours of range operations followed by a qualification course of fire.

Table 4.1A Commission Course 1

Class / Class Code	Dates	Officers Trained
85 th BTA	9/13/2016-10/7/2016	30
86 th BTA	10/18/2016-11/4/2016	30
87 th BTA	4/11/2017-5/5/2017	21
88 th BTA	6/6/2017-6/23/2017	28
4	Total	109

Table 4.1B In-House Course 1

Class Code	Dates	Officers Trained
BACPHAD002	9/13/2016 – 9/23/2016	9
BACFAAD012	10/10/2016 – 10/14/2016	2
BAWBVAD001	10/17/2016 – 10/28/2016	7
BAECNAJ002	10/25/2016 – 11/04/2016	3
BAWWSJU002	3/27/2017 – 4/21/2017	8
BACCAAD001	3/28/2017 – 4/28/2017	10
BACALAD010	4/24/2017 – 5/05/2017	8
BACSCAD003	6/01/2017 – 6/30/2017	3
BACERAD012	6/12/2017 – 6/23/2017	5
BACLYJU003	6/21/2017 – 6/30/2017	1
10	Total	56

- 4.2 Critical Incident/Report Writing (FETC Course 2) via Harrisburg Area Community College contract: This course offers information on defining and recognizing a critical incident and how to react to one in the interest of preserving the health of the officer and their family. Participants explore the impact of a critical incident on an officer’s life, identify the acute and delayed reactions to critical stress, recognize the potential for Post Traumatic Stress Syndrome, review confidentiality, legal and denial concerns of the officer that may inhibit their ability to deal with a critical incident, identify support activities that can serve to mitigate the negative effects of a critical incident, and review key concerns in preparing critical incident reports.

Table 4.2A Commission Course 2

Class Code	Date	Officers Trained
CECCOMM513	11/14/2016	8
CECCOMM524	12/7/2016	3
2	Total	11

Table 4.2B In-House Course 2

Class Code	Date	Officers Trained
CECFRAD003	9/23/2016	10
CECBRAJ001	9/26/2016	11
CECERAD005	9/30/2016	21
CEWBVAD001	10/3/2016	6
CEWBUAJ002	10/5/2016	19
CECSQAJ001	10/6/2016	8
CECERAD006	10/12/2016	31
CECPHAD009	10/12/2016	11
CECTICB001	10/18/2016	13
CEWBUAJ003	10/25/2016	18
CECLYAD004	10/26/2016	1
CECCLAJ001	10/27/2016	13
CECWEAD001	10/28/2016	32
CECLWAD010	10/31/2016	1
CECUNAJ001	10/31/2016	7
CECLHAD011	11/1/2016	1
CECSCAD002	11/1/2016 – 11/29/2016	21
CECLHAD011	11/1/2016	1
CECALJU009	11/2/2016	54
CECWEJU002	11/3/2016	8
CECDAAJ011	11/3/2016	6
CECALJU010	11/7/2016	51
CECPICB001	11/7/2016	9
CECJEAJ001	11/8/2016	11
CECALJU011	11/9/2016	50
CECWYAD001	11/9/2016	13
CECDAAJ013	11/14/2016	9
CECMOCB001	11/14/2016	10
CECPICB002	11/14/2016	13
CECINAD001	11/15/2016	5
CECSOAJ007	11/15/2016	25

CECDAAJ014	11/16/2016	9
CECARAJ001	11/18/2016	9
CECINAD002	11/18/2016	5
CEEADAJ001	11/22/2016	23
CEWVEAJ001	12/1/2016	5
CECCUAD002	12/7/2016	34
CECALAD008	12/8/2016	6
CECTICB002	12/8/2016	1
CECLEAJ001	12/9/2016 - 12/15/2016	23
CECFOAD001	12/12/2016	2
CEEMFCB001	12/13/2016	10
CECCAAD001	12/15/2016	11
CECNOAJ001	12/15/2016 – 12/16/2016	30
CEECNAJ001	12/16/2016	7
CECCOAD001	12/19/2016	3
CECLAAD002	12/19/2016	11
CECCFAD001	12/20/2016	8
CECLAAD003	12/20/2016	10
CEWWOAJ002	12/20/2016	2
CECBEAJ023	12/30/2016	4
CECPOAJ001	2/1/2017	4
CEWBVAD002	5/12/2017	9
CECALAD009	5/17/2017	15
CEWLWJU006	5/25/2017	7
CEWBUAJ004	6/27/2017	3
56	Total	740

- 4.3 Officer Survival Mindset/Cover and Concealment/ Immediate Action Drills (FETC Course 3) via Harrisburg Area Community College and Precision Weapons and Tactics contract: This course explores the value and benefits of a positive mindset for the safety and survival of probation and parole officers in dangerous circumstances, reviews the basic principles of marksmanship and weapon handling skills, provides instruction in tactical movement to cover and concealment as well as immediate actions to clear malfunctioning handguns.

Table 4.3A Commission Course 3

Class Code	Date	Officers Trained
CECCOMM516	3/21/2017	19
CECCOMM532	5/22/2017	18
CECCOMM534	5/12/2017	19

CECCOMM541	6/26/2017	10
CECCOMM543	4/6/2017	10
CECCOMM558	5/9/2017	20
CECCOMM561	5/15/2017	15
CECCOMM565	4/21/2017	19
CECCOMM568	5/31/2017	20
9	Total	150

Table 4.3B In-House Course 3

Class Code	Date	Officers Trained
N/A	N/A	0
0	Total	0

- 4.4 Wounded Officer Survival Tactics (FETC Course 4) via Harrisburg Area Community College and Precision Weapons and Tactics contract: This course explores one-handed clearing and re-loading techniques and a “no quit” attitude for the safety and survival of probation and parole officers in the performance of their duties.

Table 4.4A Commission Course 4

Class Code	Date	Officers Trained
CCECCOMM515	2/14/2017	8
CCECCOMM520	6/6/2017	22
CCECCOMM521	1/9/2017	23
CCECCOMM526	12/14/2016	12
CCECCOMM530	5/3/2017	16
CCECCOMM533	12/14/2016	6
CCECCOMM537	6/22/2017	16
CCECCOMM539	4/3/2017	24
CCECCOMM567	4/17/2017	21
9	Total	148

Table 4.4B In-House Course 4

Class Code	Date	Officers Trained
CECLHAD010	9/13/2016	21
CEEBKAD005	9/15/2016	8
CEEBKAD006	9/16/2016	7
CECBEAJ018	9/27/2016	11

CECPHAD010	10/18/2016 – 10/20/2016	27
5	Total	74

- 4.5 SIMUNITION® Training (FETC Course 5) via Harrisburg Area Community College contract: This course is designed to help prepare probation and parole officers for real world situations and to validate or invalidate current training. The training covers officer safety issues relating to use of force decision-making, building approaches, door approaches, entries, tactics, team movement, and the proper use of safety equipment.

Table 4.5A Commission Course 5

Class Code	Date	Officers Trained
N/A	N/A	0
0	Total	0

Table 4.5B In-House Course 5

Class Code	Date	Officers Trained
CECSNAJ001	10/19/2016 – 10/20/2016	6
CEWWSAD004	6/2/2017 – 6/16/2017	28
2	Total	34

- 4.6 Deadly Force Response and Decision Making – Laser Shot® (FETC Course 6) via Harrisburg Area Community College contract: This course explores judgment and decision-making in shoot / no-shoot scenarios for the safety and survival of probation and parole officers in the performance of their duties.

Table 4.6A Commission Course 6

Class Code	Date	Officers Trained
N/A	N/A	0
0	Total	0

Table 4.6B In-House Course 6

Class Code	Date	Officers Trained
CEWWSAD001	7/18/2016 – 7/19/2016	5
CEWWSJU005	7/19/2016	10
CEWWSAD002	8/8/2016 – 8/9/2016	1
CECFRAD002	8/26/2016	16
CEWWSAD003	10/4/2016	11

CECGRAJ001	10/18/2016	9
CECDAAJ007	11/2/2016	11
CECDAAJ008	11/15/2016	9
CECDAAJ009	11/16/2016	6
CECBEAJ021	12/6/2016	12
10	Total	90

- 4.7 Weapon Control / Weapon Retention and Disarming (FETC Course 7) via Harrisburg Area Community College contract: This course explores legal issues, mindset issues, and practical skills with regard to weapon retention and disarming techniques.

Table 4.7A Commission Course 7

Class Code	Date	Officers Trained
CECCOMM514	11/15/2016	10
CECCOMM519	6/20/2017	16
CECCOMM522	6/15/2017	15
CECCOMM525	12/13/2016	4
4	Total	45

Table 4.7B In-House Course 7

Class Code	Date	Officers Trained
CEWLWJU005	9/19/2016	10
CECBEAJ022	12/12/2016	7-8
CECLYJU013	6/5/2017	12
CECLYJU014	6/6/2017	11
4	Total	40

- 4.8 Advanced Fundamentals of Handgun Marksmanship (FETC Course 8) via Harrisburg Area Community College and Precision Weapons and Tactics contract: This course more deeply explores the fundamentals of handgun marksmanship by incorporating drills and techniques to enhance an officer's ability to deliver an accurate shot(s) during a deadly force encounter.

Table 4.8A Commission Course 8

Class Code	Date	Officers Trained
CECCOMM517	6/13/2017	15

CECCOMM518	4/11/2017	10
CECCOMM529	5/3/2017	16
CECCOMM535	5/11/2017	15
CECCOMM540	2/13/2017	15
CECCOMM542	4/5/2017	9
CECCOMM544	4/7/2017	14
CECCOMM546	4/18/2017	15
CECCOMM547	6/28/2017	12
CECCOMM548	4/19/2017	10
CECCOMM549	6/16/2017	5
CECCOMM550	5/5/2017	12
CECCOMM552	5/17/2017	14
CECCOMM554	5/19/2017	13
CECCOMM559	5/10/2017	16
CECCOMM560	5/26/2017	11
CECCOMM562	5/18/2017	16
CECCOMM563	6/22/2017	14
CECCOMM564	6/9/2017	15
CECCOMM569	5/9/2017	14
CECCOMM570	5/2/2017	10
CECCOMM571	5/1/2017	11
CECCOMM572	6/29/2017	10
23	Total	292

Table 4.7B In-House Course 8

Class Code	Date	Officers Trained
CEWLWJU004	9/23/2016	12
CECCEAJ001	10/10/2016	17
CECBEAJ019	10/20/2016	10
CECLNAD001	12/16/2016	12
CECPHJU014	4/18/2017	5
CECPHJU015	4/19/2017	4
CECPHJU016	4/20/2017	4
CECYKAD002	6/16/2017	42
CECCEAJ003	6/29/2017	5
9	Total	111

4.9 Train the Trainer Courses. These courses certify CFI's and MI's to instruct Courses 2-8.

Table 4.9A Train the Trainer

Class Code	Course	Date	Officers Trained
N/A	Train the Trainer	N/A	0
N/A	Instructor Development	5/24/17-5/25/17	10

Table 4.8B Certified Firearms Instructor Course

TOTAL CLASSES	OFFICERS TRAINED
1	15

4.10 Total Number of Officers Trained

Table 4.10A Total of Commission and In-House Courses

TOTAL CLASSES	OFFICERS TRAINED
133	1735

Table 4.10B Commission Courses

TOTAL CLASSES	OFFICERS TRAINED
47	646

Table 4.10C In-House Courses

TOTAL CLASSES	OFFICERS TRAINED
86	1089

5.0 Officers Annual Requalification

Officers must qualify with their duty weapon each year.

Table 5.0 Total number of officer annual requalifications:

TOTAL NUMBER OF REQUALIFICATION EVENTS	OFFICERS TRAINED
128	1204

6.0 Instructor Administration

The Commission certifies qualified instructors as Commission Certified Firearms instructors (CFI's). The Commission manages all CFI's including verifying credentials, training, and training records. After becoming a Commission CFI an instructor may qualify to become a Master Instructor (MI). An MI is a class of CFI who has satisfied additional Commission instructor requirements. MI's are authorized to conduct and oversee in-house trainings. Additionally, all instructors may attend Commission-run Train the Trainer classes to become familiarized and credentialed for specific courses of instruction.

Table 6.0 Number of MI's and CFI's

Number of MI's	Number of CFI's
37	154

7.0 End-of-Year Financial Status

7.1 Fiscal Year 2016-2017 Fund Balance: \$953,549

7.2 Fiscal Year 2016-2017 Personnel Costs \$151,380

DESCRIPTION	AMOUNT
SALARIES	\$83,299
BENEFITS	\$68,081
TOTAL	\$151,380

7.3 Fiscal Year 2016-2017 Operating Costs: \$167,210

7.4 Fiscal Year 2016-2017 Total Expenditures: \$318,590 (Not including commitments)

7.5 Fiscal Year 2016-2017 Total Revenues: \$391,577

7.6 Fiscal Year 2016-2017 Fund Balance: \$1,026,536

8.0 Recommendations for Executive or Legislative Actions

The Commission has no recommendations for either executive or legislative initiatives.

